

Upgrade Your Individual PACER Account

1. Go to www.pacer.gov
2. Click **Manage My Account**



3. Login with your **PACER** username and password.

The screenshot displays the 'MANAGE MY ACCOUNT' login interface. At the top, it says 'MANAGE MY ACCOUNT' in red. Below that, a message states: 'Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.' There is a 'Login' button at the top of the form area. Below it, under '* Required Information', are fields for 'Username *' and 'Password *'. The 'Username' field has a dropdown arrow. At the bottom of the form are three buttons: 'Login', 'Clear', and 'Cancel'. Below the buttons are links: 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. At the very bottom, a notice reads: 'NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.'

4. If the Account type is "**Upgraded PACER Account**", no further action is required.

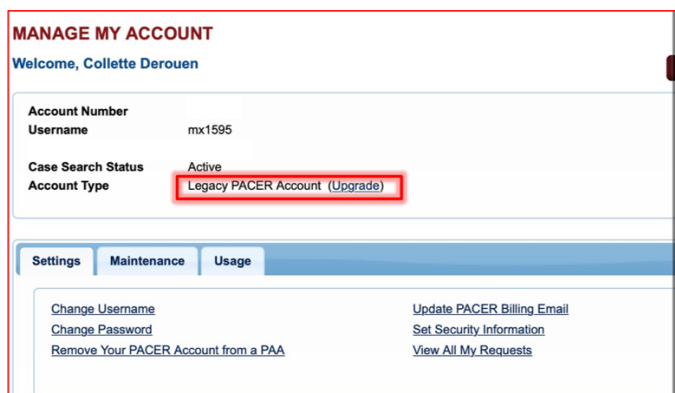
The screenshot shows the user profile page after logging in. It says 'MANAGE MY ACCOUNT' in red and 'Welcome, Collette Derouen' in blue. There is a 'Logout' button in the top right. Below is a table of account information:

Account Number	
Username	cmderouen_mssb
Case Search Status	Active
Account Type	Upgraded PACER Account

The 'Upgraded PACER Account' text is highlighted with a red rectangular box.

Upgrade Your Individual PACER Account

If the Account type is “Legacy PACER Account”, click the ([Upgrade](#)) link.



MANAGE MY ACCOUNT
Welcome, Collette Derouen

Account Number
Username mx1595

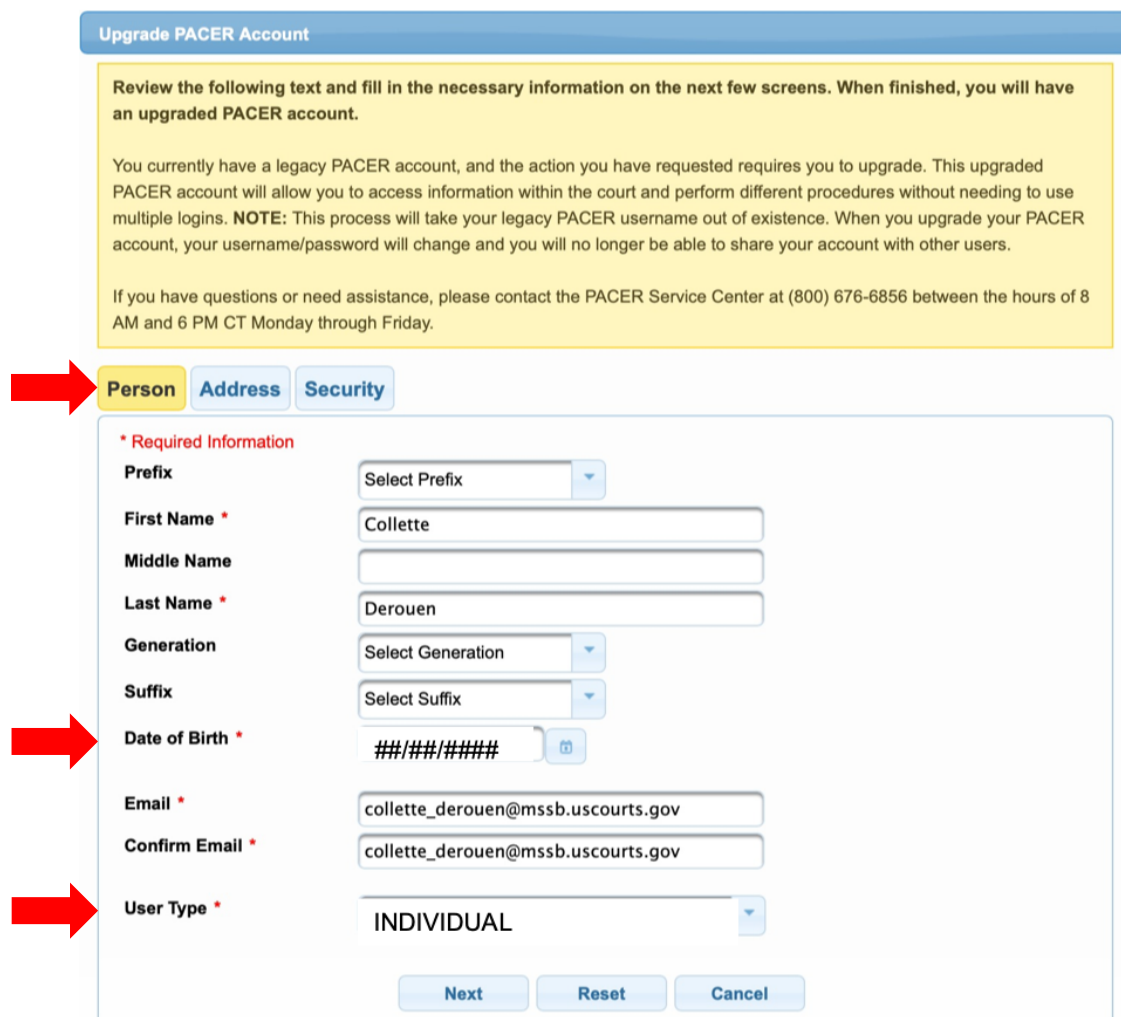
Case Search Status Active

Account Type **Legacy PACER Account (Upgrade)**

Settings Maintenance Usage

[Change Username](#) [Update PACER Billing Email](#)
[Change Password](#) [Set Security Information](#)
[Remove Your PACER Account from a PAA](#) [View All My Requests](#)

5. **Person Tab.** Enter your date of birth and verify **INDIVIDUAL** is the User Type. Click **Next**.



Upgrade PACER Account

Review the following text and fill in the necessary information on the next few screens. When finished, you will have an upgraded PACER account.

You currently have a legacy PACER account, and the action you have requested requires you to upgrade. This upgraded PACER account will allow you to access information within the court and perform different procedures without needing to use multiple logins. **NOTE:** This process will take your legacy PACER username out of existence. When you upgrade your PACER account, your username/password will change and you will no longer be able to share your account with other users.

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday.

Person Address Security

*** Required Information**

Prefix Select Prefix

First Name * Collette

Middle Name

Last Name * Derouen

Generation Select Generation

Suffix Select Suffix

Date of Birth * ##/##/####

Email * collette_derouen@mssb.uscourts.gov

Confirm Email * collette_derouen@mssb.uscourts.gov

User Type * INDIVIDUAL

Next Reset Cancel

Upgrade Your Individual PACER Account

6. **Address Tab:** To complete the address information, from the **County** list select the county. Click **Next**.

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Person **Address** **Security**

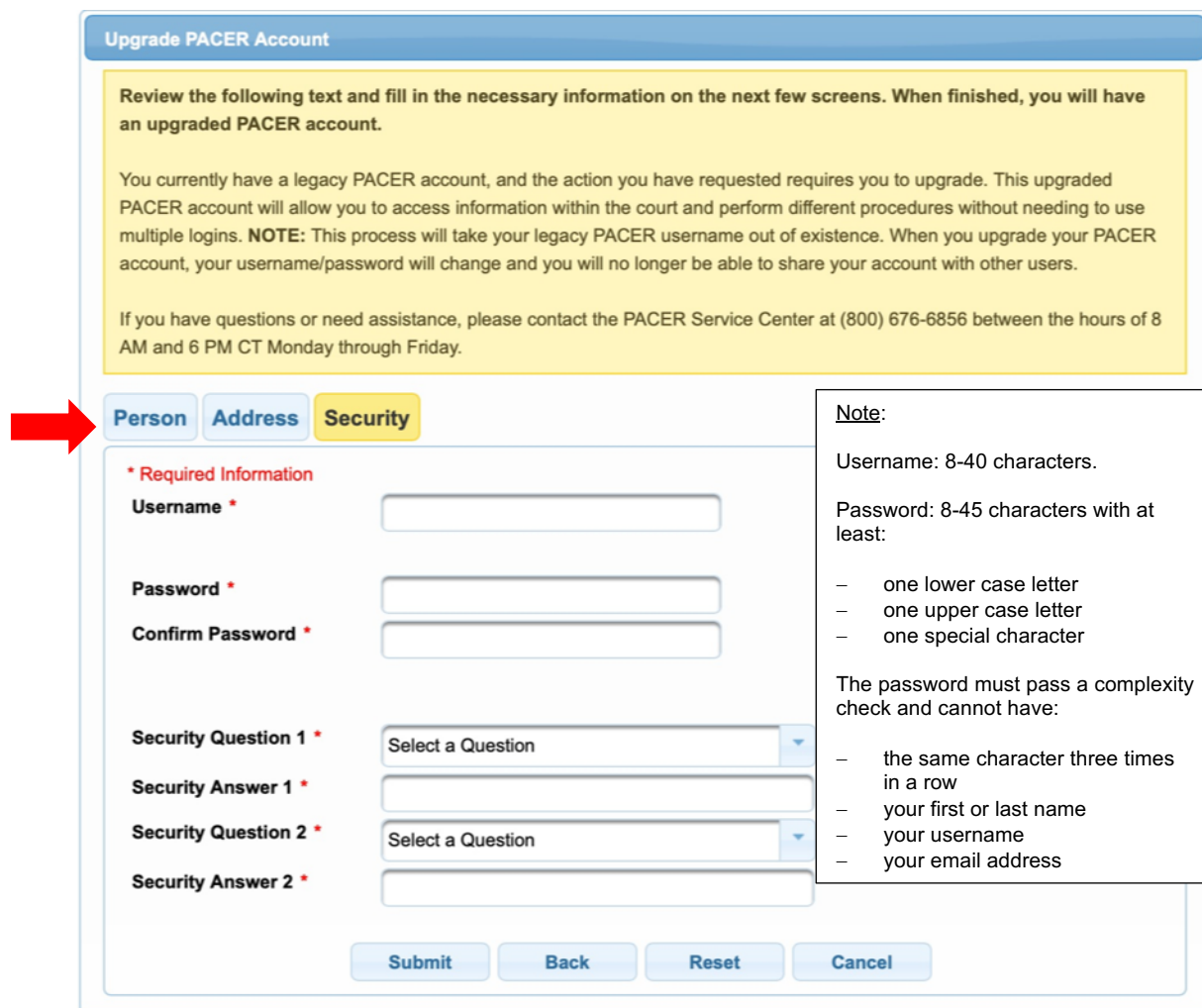
*** Required Information**

Firm/Office	Mississippi Southern Bankruptcy Court
Unit/Department	
Address *	501 East Court Street
	Suite 2.300
Room/Suite	
City *	Jackson
State *	Mississippi
County *	Select County
Zip/Postal Code *	39201
Country *	United States of America
Primary Phone *	228-563-1793
Alternate Phone	
Text Phone	
Fax Number	

Next **Back** **Reset** **Cancel**

Upgrade Your Individual PACER Account

7. **Security Tab.** Create a new username, password, and security questions. Click **Submit**.



The screenshot shows the 'Upgrade PACER Account' form. At the top, a blue header bar contains the text 'Upgrade PACER Account'. Below this is a yellow box with instructions: 'Review the following text and fill in the necessary information on the next few screens. When finished, you will have an upgraded PACER account.' The text explains that the user is upgrading a legacy account and that their username and password will change. It also provides contact information for the PACER Service Center. Below the yellow box are three tabs: 'Person', 'Address', and 'Security'. A red arrow points to the 'Security' tab, which is highlighted in yellow. The 'Security' tab contains several fields: 'Username *', 'Password *', 'Confirm Password *', 'Security Question 1 *', 'Security Answer 1 *', 'Security Question 2 *', and 'Security Answer 2 *'. Each field has a corresponding input box. At the bottom of the form are four buttons: 'Submit', 'Back', 'Reset', and 'Cancel'. To the right of the form is a 'Note' box with the following text: 'Username: 8-40 characters. Password: 8-45 characters with at least: - one lower case letter - one upper case letter - one special character. The password must pass a complexity check and cannot have: - the same character three times in a row - your first or last name - your username - your email address'.

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Person **Address** **Security**

*** Required Information**

Username *

Password *

Confirm Password *

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Submit **Back** **Reset** **Cancel**

Note:

Username: 8-40 characters.

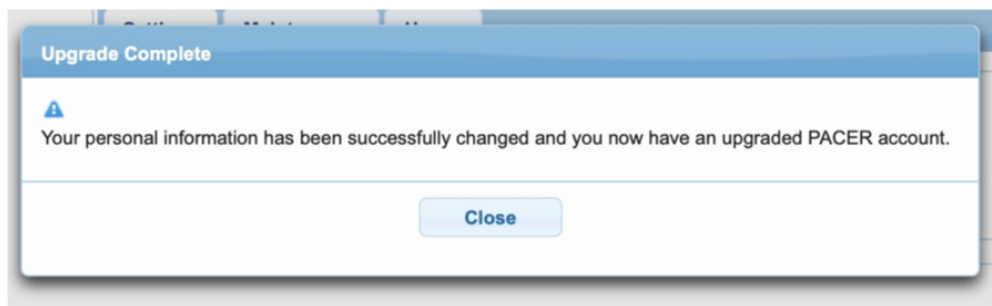
Password: 8-45 characters with at least:

- one lower case letter
- one upper case letter
- one special character

The password must pass a complexity check and cannot have:

- the same character three times in a row
- your first or last name
- your username
- your email address

8. Upgrade Completed; Click **Close**.



The screenshot shows a 'Upgrade Complete' dialog box. It has a blue header bar with the text 'Upgrade Complete'. Below this is a message: 'Your personal information has been successfully changed and you now have an upgraded PACER account.' At the bottom of the dialog box is a 'Close' button.

Upgrade Complete

Your personal information has been successfully changed and you now have an upgraded PACER account.

Close